

**May, 2012**

**Dear Title III/EL Instructional Leaders**

The 2011/2012 school year is concluding and we hope your English learners have made the anticipated academic and social/emotional gains during the past teaching and learning cycle. Below are important reminders and updates to share with you!

**Professional learning:**

1. ***The Special Populations Conference*** will take place on September 17-18, 2012 at the Kellogg Center, East Lansing. We have reserved a block of rooms for attendees. The conference is considered one of our technical assistance venues where program requirements, updates and best practices are shared with local program directors and their teams. Therefore, registration fees are waived. We promise a rich content that focuses on collaboration across special populations programs including Title III (English Language Acquisition and Immigrant programs), Title I, Part C (Migrant), 31a (at risk), Homeless Education, and Title I, Neglected and Delinquent. We are offering many other sessions that cross over all programs as well as best practices for teachers, paraprofessionals, parent/community liaisons and coaches. We have dedicated **a strand for parents** and encourage you to plan your budget accordingly. We would love to see a team of teachers, parents, paraprofessionals, liaisons, and administrators since there are learning opportunities for everyone! The conference flyer will be sent out to you soon with a registration link.
2. ***SIOP and BEW:*** In order to continue building local capacity among teachers serving ELs, seventeen additional Train the Trainers (TOTs) will be in-serviced this coming May and June in Sheltered Instruction Observation Protocol (SIOP) and Blueprint for Exceptional Writing (BEW). This no-cost training is provided to you in collaboration with the Great Lakes East/American Institute for Research, and the Center for Applied Linguistics (CAL). Additionally, OFS-Title III program is sponsoring several summer regional workshops at no-cost to participants/local districts following the Train the Trainers' professional development sessions. To register - here is the schedule and contact information for each local and regional workshops:

**Summer Workshops for teachers, paraprofessionals and administrators:**

*June 11-13, 2012 –SIOP*

Holland – contact Lynette Brander: [lbrander@hollandpublicschools.org](mailto:lbrander@hollandpublicschools.org)

*June 25-28, 2012 – SIOP and BEW*

Traverse City – contact Beth Still - (231) 933-1761

*June 25-28, 2012 – SIOP and BEW*

Van Buren ISD – Contact: Tonda Boothby - (269) 271-3838

*August 21-24, 2012 – SIOP and BEW*

Wayne RESA and Dearborn Public Schools – contact Mary Niebel: (313) 827-3123

**Regional Workshops for teachers, paraprofessionals and administrators:**

*July 23-26, 2012 - SIOP*

Berrien RESA – Contact: Nicole Lind - (269) 471-7725 x 1274

*August 6-10, 2012 - SIOP and BEW*

Kent ISD – Contact: Mary Baldwin - (616) 365-2284

*August 13-17, 2012 SIOP and BEW*

Van Buren ISD – Contact: Tonda Boothby - (269) 271-3838

Our ongoing support to the SIOP and BEW cohorts 1-3 in the form of follow-up workshops and collegial discussions will continue during the 2012-13 school year. The purpose of the training is to nurture participants' professional growth as leaders and coaches which will lead to accelerating student achievement. We urge you to encourage your TOT's participation in these statewide collegial discussions.

**District Improvement Plan and corresponding budget:**

1. I have attached a DIP document that provides you with a sample gap statement, causes for the gap, goals, objectives, strategies and activities. You may want to review these samples with your district/school improvement team as you participate in the development/revision of your next year's District Improvement Plan. When applying for federal funds, all districts are required to incorporate the DIP process for a **subgroup of 10 or more** students, and align their proposed Title III budget to these SMART objectives (see attached memorandum from Dr. Mike Radke, Director of OFS). When drafting your Title III budget, remember that you may allocate only 2 percent of your total allocation toward administrative and indirect cost (function codes 226, 231, 252).
2. The plan should reflect findings from the comprehensive needs assessment, should support student learning and narrowing the achievement gaps between ELs and their non-EL counterparts. We expect your budget to be adequately detailed (e.g. number of extended days program, number of staff and students participating, software purchased, field trip destinations, qualifications of consultants/trainers hired, etc.). Spending your carryover appropriately prevents us from returning it to Treasury!

### Data accuracy:

The year has passed by quickly and many of you have experienced some challenges in correcting Michigan Student Data System (MSDS) codes for your English learners/LEP. Therefore, I find it imperative to reiterate the following procedures:

1. When completing the Home Language Survey, districts need to explain to parents how to complete the document, and the benefits of accurate home language reporting. If a student's home language or the primary language is a language other than English, the student needs to be screened on ELPA and other reading and math assessments to determine eligibility for bilingual/ESL services. (Refer to the attached Statewide Entrance Criteria document.)
2. The first Home Language Survey completed by the student may trump subsequent Home Language Surveys completed in other districts that the student may enroll in over the course of their K-12 education. Subsequent receiving districts need to follow through on assessments and services to students based on previous home language information. Sending districts need to cooperate with the receiving district to ensure that proper documents and assessment results are forwarded timely. MSDS has historical information on LEP students and district personnel should use it to determine next steps including ELPA assessment and EL services.
3. Parent engagement and involvement in students' learning is an integral part of successful program implementation. Please inform parents of the rationale and benefits of services and assessments, and that exiting a student from the program (i.e. waiving EL services) does not exempt her/him from ELPA or other district or state assessments – practices applied to MEAP, MME and local assessments are also applied to the bilingual, English Language Acquisition/Title III program.
4. Our EL/Title III program continues to face challenges in assessing all LEP eligible students. Our records show that thousands of LEP/ELs were not tested during Spring 2011. Please notify your staff that students are to be exited from the EL/Title III program **only** if they are proficient (code 50) or graduated (53). No other codes are to be used for exiting students from the program. Moving students to another program (i.e. code 54), parent request to waive services (52) or leaving a school (51) **do not** exit these LEP students from the program. Once students are designated LEP on Michigan Student Data System (MSDS), they remain LEP until they meet the statewide exit criteria (see EEC document), one of which **is and must be** a demonstrated proficiency on ELPA (proficient or advanced proficient). We thank you for your collaboration in improving data quality and services for English learners.
5. Young 5's students are considered kindergartners. Therefore, if you are serving English learners at this age/placement, please plan to assess them during the ELPA 2013 spring window.

6. **Historical LEP issues:** A message was sent out to MSDS listserv/authorized users informing them of the Center for Education Performance and Information (CEPI) data collection timeline. In summary CEPI requested that designations for LEP and FLEP be completed for the 2011/12 school year End of Year Collection by **July 2, 2012**. This is a ‘heads up’ and an official communication to district superintendents will be sent out soon.

When CEPI’s timeline is applied, students designated LEP in MSDS, and are not exited by July 2, 2012, **will be considered** LEP eligible for accountability for 2012-13, **will count** in the LEP AYP subgroup (if the minimum subgroup size is met), **are expected** to take the ELPA, and **will contribute** to your building and district level assessment participation rates for that school year.

LEP eligible students remain LEP eligible for the year. In order to “remove” a student from LEP eligibility for the next school year (2012-2013), a student must be exited with “LEPExitReason” code of 50 (proficient) by the end of the 2011-2012 end-of-year collection (EOY) in MSDS (see CEPI’s timeline below). **Code 50 (proficient) can only be used if the student is considered proficient by state exit criteria including being proficient on the ELPA.** Codes for proficient (50) or graduated (53) are the only codes that will remove a student from the LEP eligible status. The “LEPExitDate” and “AsOfDate” will need to be inputted prior to the 2011-12 MSDS End of Year Collection deadline which is **July 2, 2012**.

Because ELPA scores are not the only factor in determining proficiency, districts are encouraged to start compiling a list of LEP students that may meet the other exit criteria in reading and math based on last fall/spring state content assessments (MEAP and MME) as well as local assessments in addition to past ELPA results (see EEC document). Districts may be able to narrow down the number of LEP whose ELPA 2012 results will have to be reviewed prior to July 2, 2012 to determine FLEP eligibility.

BAA is making a concerted effort to release 2012 ELPA results **by mid June 2012**.

CEPI sent out the following important MSDS dates:

- **July 2** – EOY 2012 General Collection certification deadline
- **July 2** – SRM Collection closes for the 2011-2012 school year
- **July 6 through 12** – EOY 2012 General Collection data quality alerts e-mailed where the system would be open for corrections based on CEPI’s alerts
- **July 12 through 19** – CEPI and MDE evaluate EOY 2012 General Collection resubmission requests
- **July 20** – EOY 2012 General Collection data locked for reporting

#### **Program Monitoring:**

We have revised the Title III Monitoring Indicators Self-Assessment Checklist and attached it for your annual local review. This Self-Assessment Checklist monitors compliance and should be completed along with your annual EL program evaluation.

The new additions provide clarification on supplement, not supplant provisions, consultation and coordination with private non- public schools, and more. Please review and apply its content to your local EL program as a measure of successful program planning, implementation and evaluation. Districts are required to complete this form **every three years** or **only** when an on-site /desk-review has been scheduled. In order to consider Title III as supplemental funds, districts are required to complete a description of their Alternative Language Program for ELs required by OCR (1964), Lau vs. Nichols and Castañeda vs. Pickard. Such services must include some general funds but can be supplemented by other state and federal funds (31a, Title I, Part A, Title III, Title I, Part C, etc).

**Common Entrance and Exit Criteria (EEC):**

Members of the EL/Title III Advisory Committee assisted MDE-OFS in creating statewide common entrance and exit criteria for English learners that goes beyond the ELPA proficiency requirement and adheres to federal statute and guidance. We provided initial training on the criteria at the fall 2011 Special Populations/Title III conference but local ISDs will continue to be instrumental in supporting the implementation efforts of this necessary process. Attached is the EEC document for your **review and final comment**. An official announcement regarding the rollout to all school officials will be forthcoming.

As always, if you have any questions please email or call us and we will respond to your inquiry in a timely manner! See you at the conference on September 17!

Shereen Tabrizi, Ph.D.  
Special Population Unit Manager  
Office of Field Services  
Michigan Department of Education  
517 373-4212/373-6066  
[TabriziS@michigan.gov](mailto:TabriziS@michigan.gov)